

Community Center-Front Desk

Position: Part-time

Scheduled Hours: 10-20 hours a week (depends on availability)

Wage: \$9.75

Job Description:

- Assist customers in registrations/reservations for classes/programs and the Community Center.
- Answer patron questions, phone and email inquiries.
- Provide information for recreation programs/events.
- Assist setting up rooms for facility rentals.
- Maintains the general appearance of the spaces within the community center.
- Must have strong computer and cash handling skills.
- Assist our full-time staff in providing great customer service to the general public.
- Maintain a safe and controlled environment.
- Supervise patrons while they are in the Community Center.
- Enforce and adhere to all policies and procedures.
- Act in a professional manner at all times.
- Open and lock community center when opening/closing.
- Complete additional duties assigned by full-time staff.

Qualifications and skills:

- Must be at least 18 years of age and a high school graduate
- Ability to self motivate with little or no supervision
- Has the ability to multitask, problem solve and remain calm in situations where visitors are upset
- Effective verbal and written communication skills
- Must be able to pass Oregon Criminal History Check
- Bilingual (English/Spanish) preferred